2013

ATPMS

Expert of Advanced Cargo Declaration for ISPS Code

ADVANCED CARGO DECLARATION ACD FOR ISPS CODE

Shippers user manual

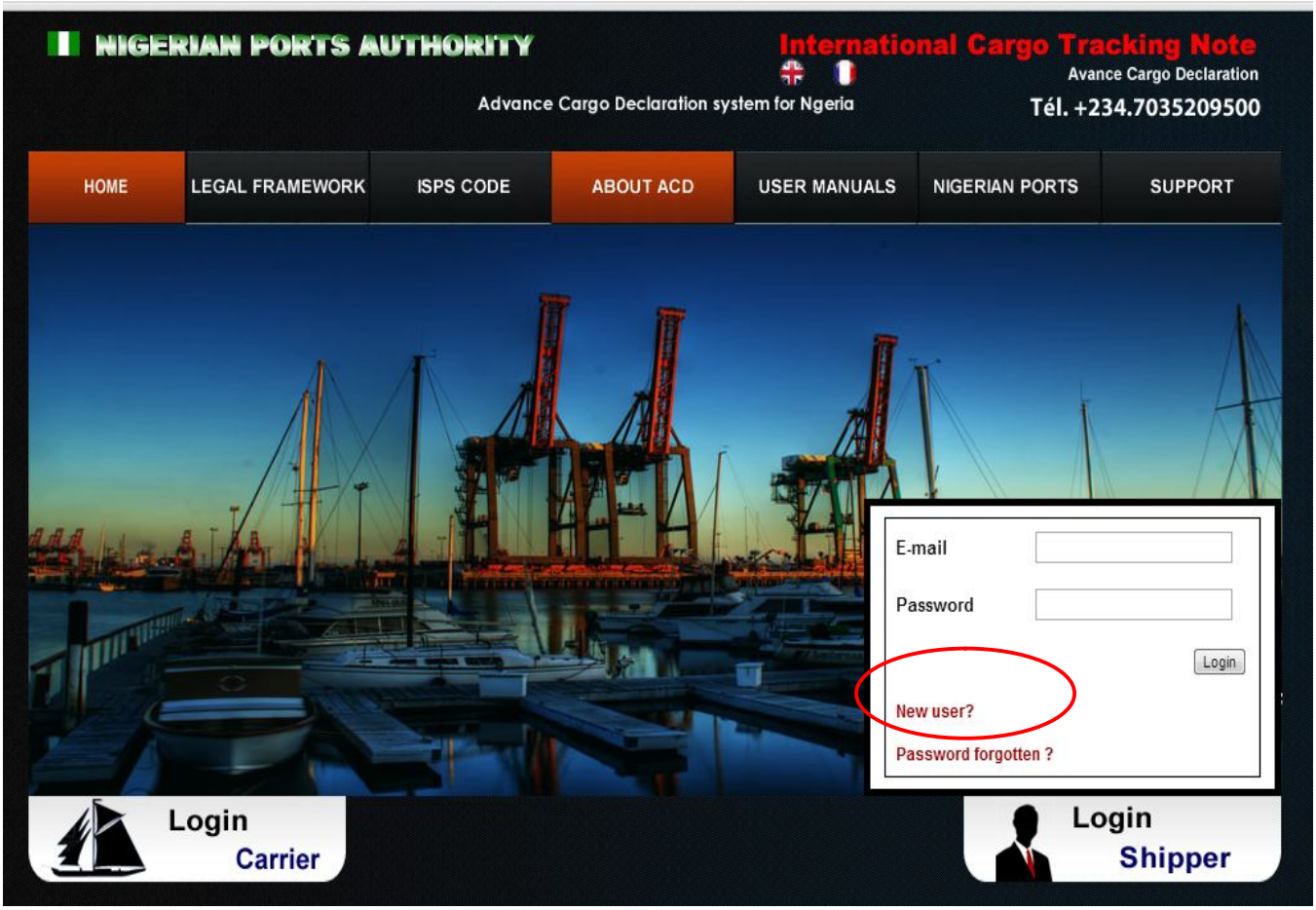
Presentation of ICTN for ISPS Code procedure for the use of Shippers, forwarding agents and Loaders.

Shippers, forwarding agents and loaders are asked to comply strictly with the terms of declaration required by carriers, ship owners and charter companies. They are therefore asked to forward us in advance, some information through an electronic form. Any fee is required for the operation through which one can get a reference number. That reference number is released to the carrier who copies it out on the B/L.

For registration, one should provide us with some information to the platform in order to create his/her own confidential electronic account.

1 - Create a new account : (http://www.ictn-nigeriacom)

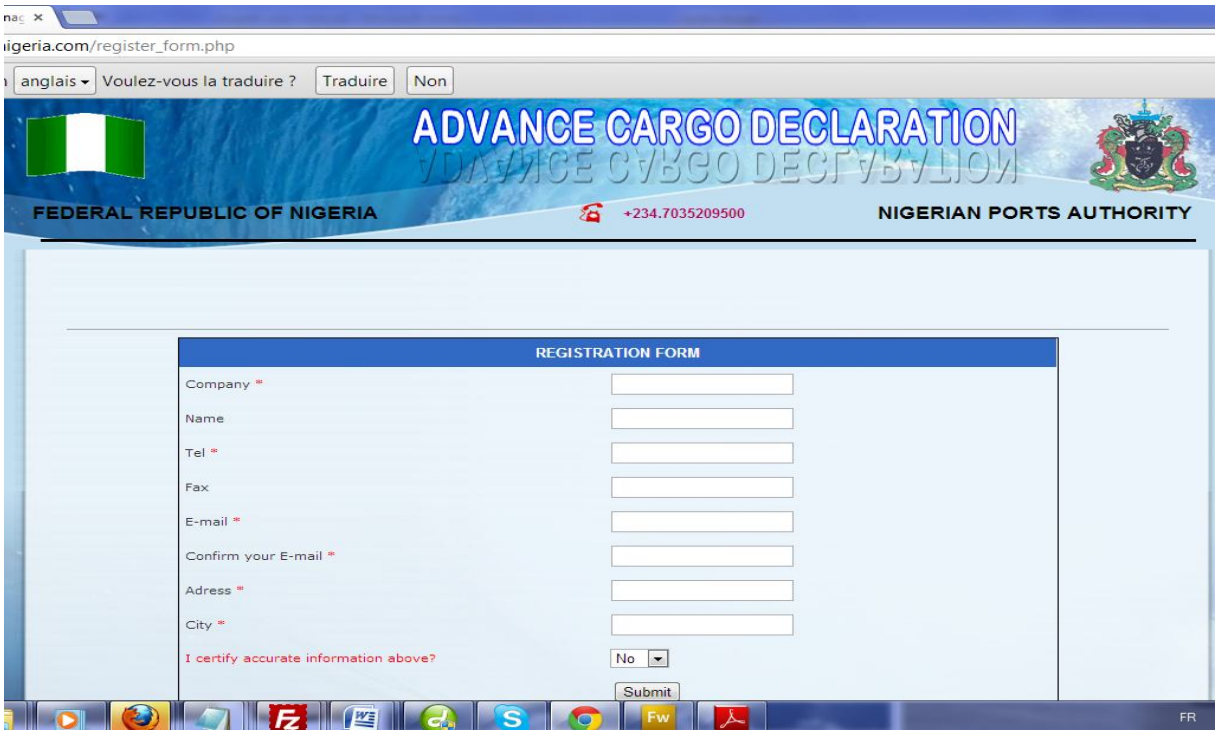
1.1 Step 1



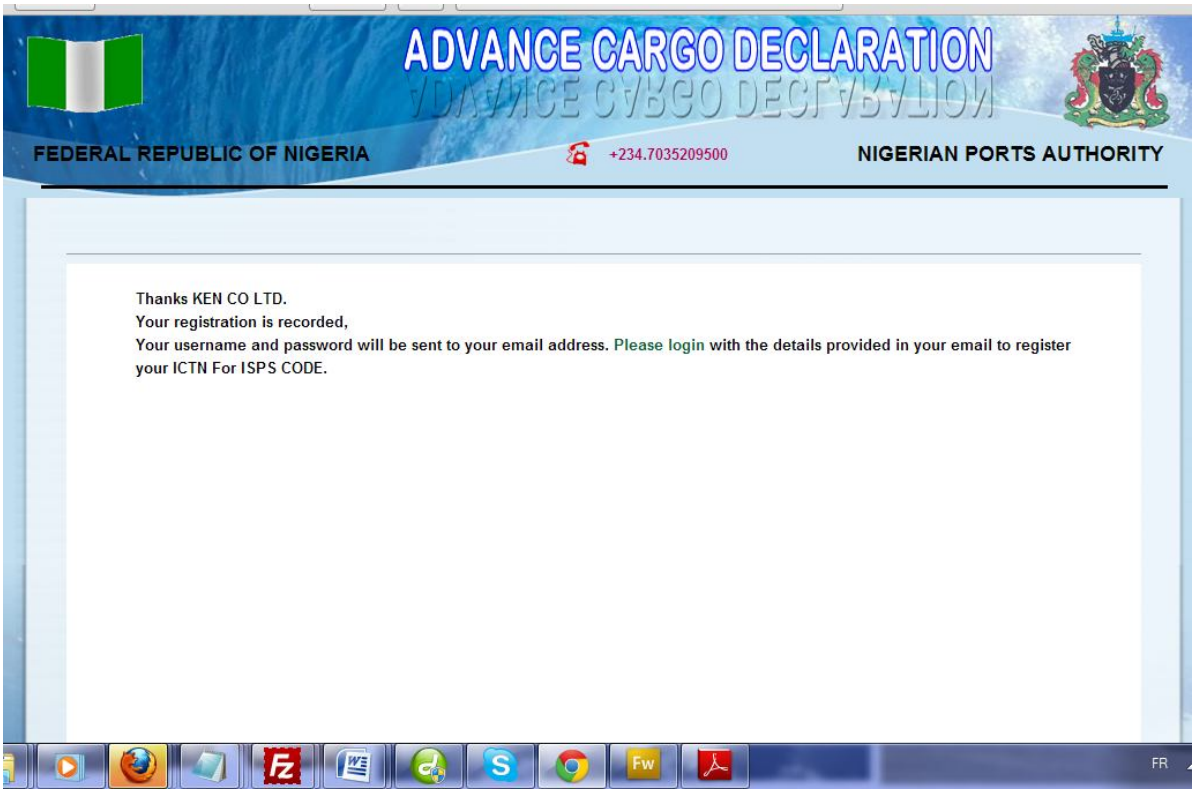
1.2 Step 2

a/ Click on the link "**New User**". You will then be redirected to a first registration page.

b/ After that step, there is another page that you should fill out (all items marked with asterix * sign are compulsory). You can choose your username on your own (valid e-mail) address

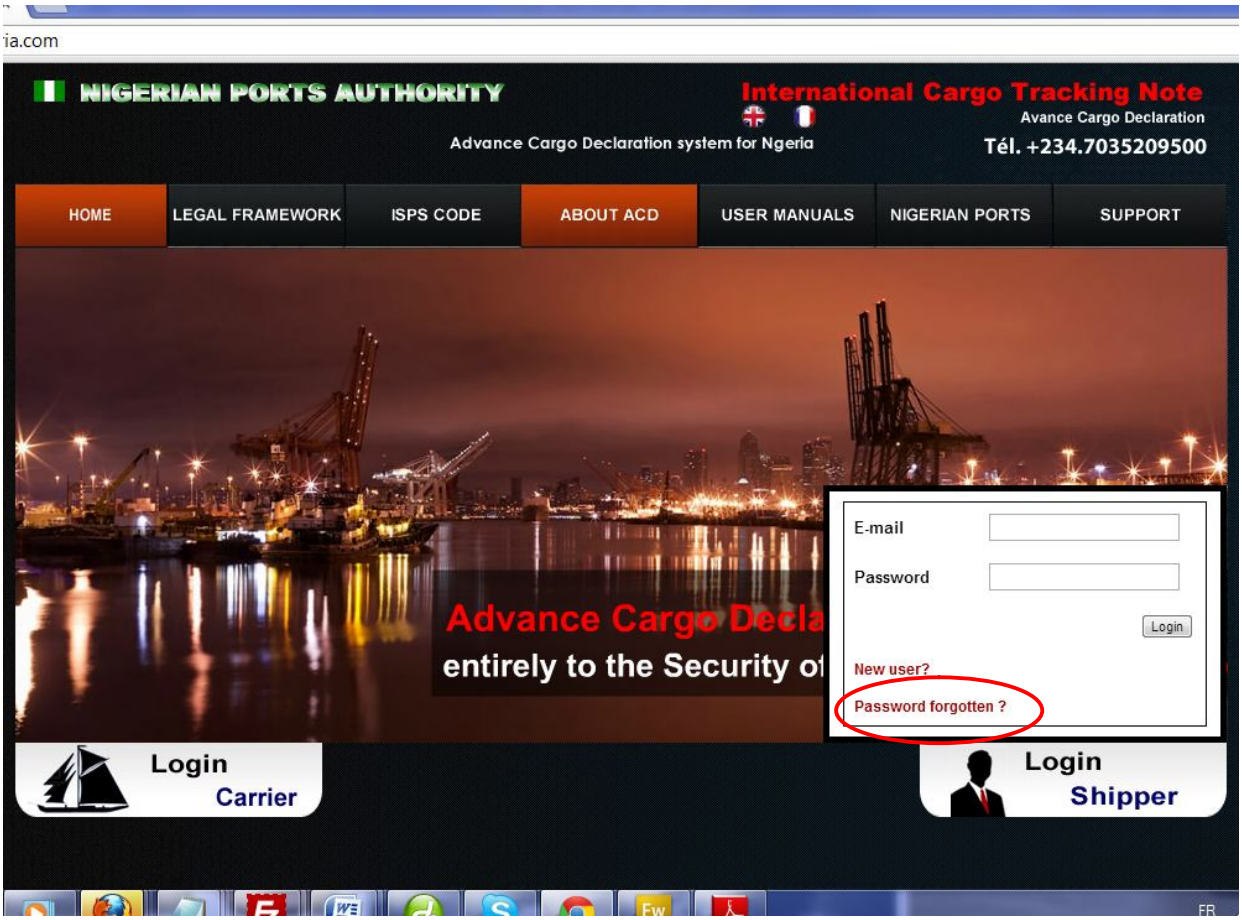


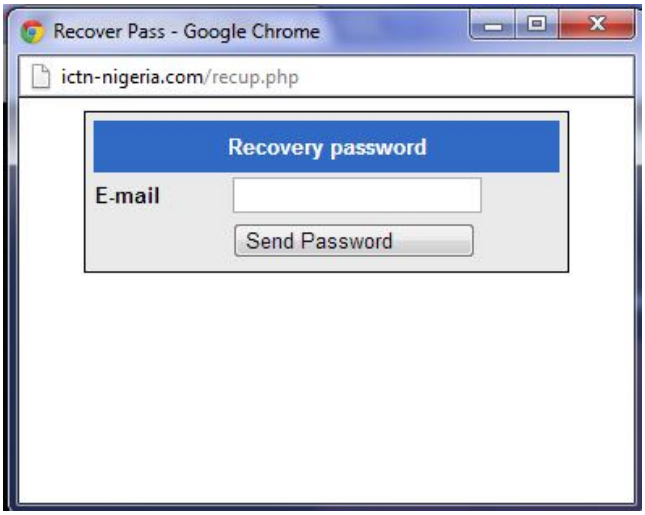
After filling out the registration form, click on “send”. You will automatically receive in the indicated box above (username) your new username and password that will enable your connection. Please, respect capital and small letters.


ADVANCE CARGO DECLARATION
FEDERAL REPUBLIC OF NIGERIA
+234.7035209500
NIGERIAN PORTS AUTHORITY
Thanks KEN CO LTD.
Your registration is recorded,
Your username and password will be sent to your email address. Please login with the details provided in your email to register your ICTN For ISPS CODE.

II/ - FORGOTTEN PASSWORD

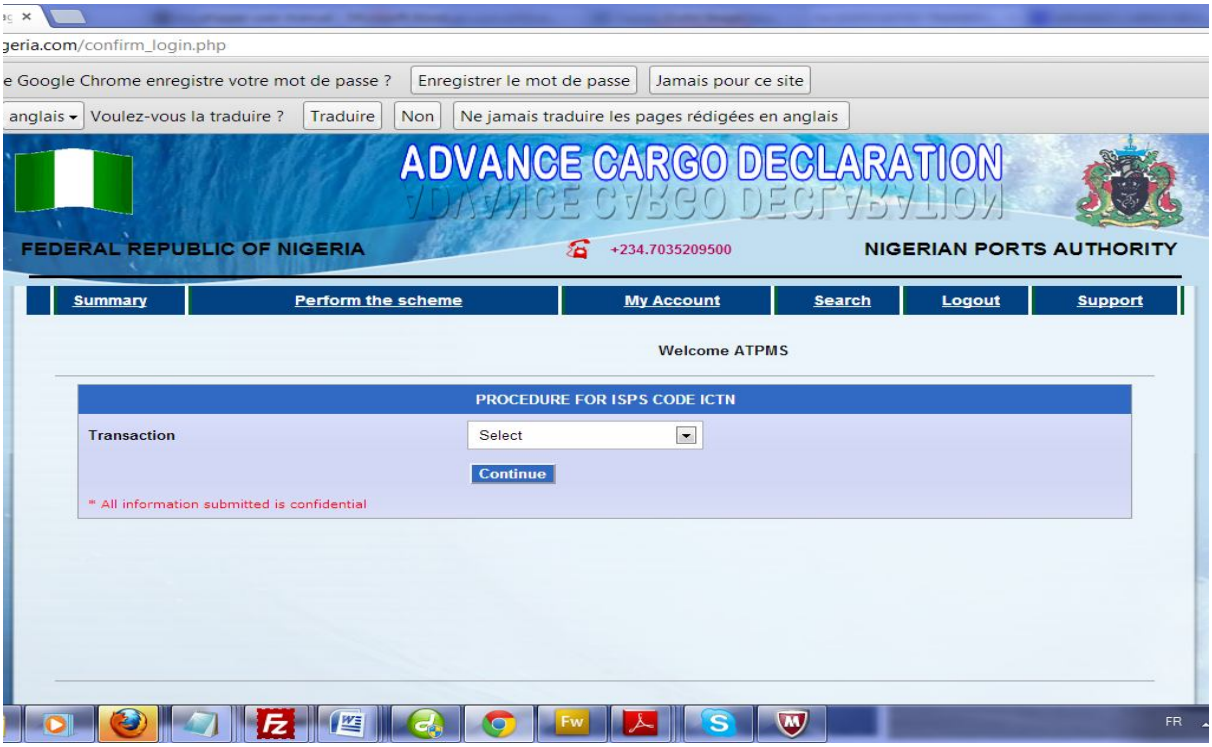
In case you forgot your password, click on "**password forgotten**" in the connection mode. Type in your username (e-mail) and click on "*send password*". You will automatically receive an e-mail indicating your username and a new password.





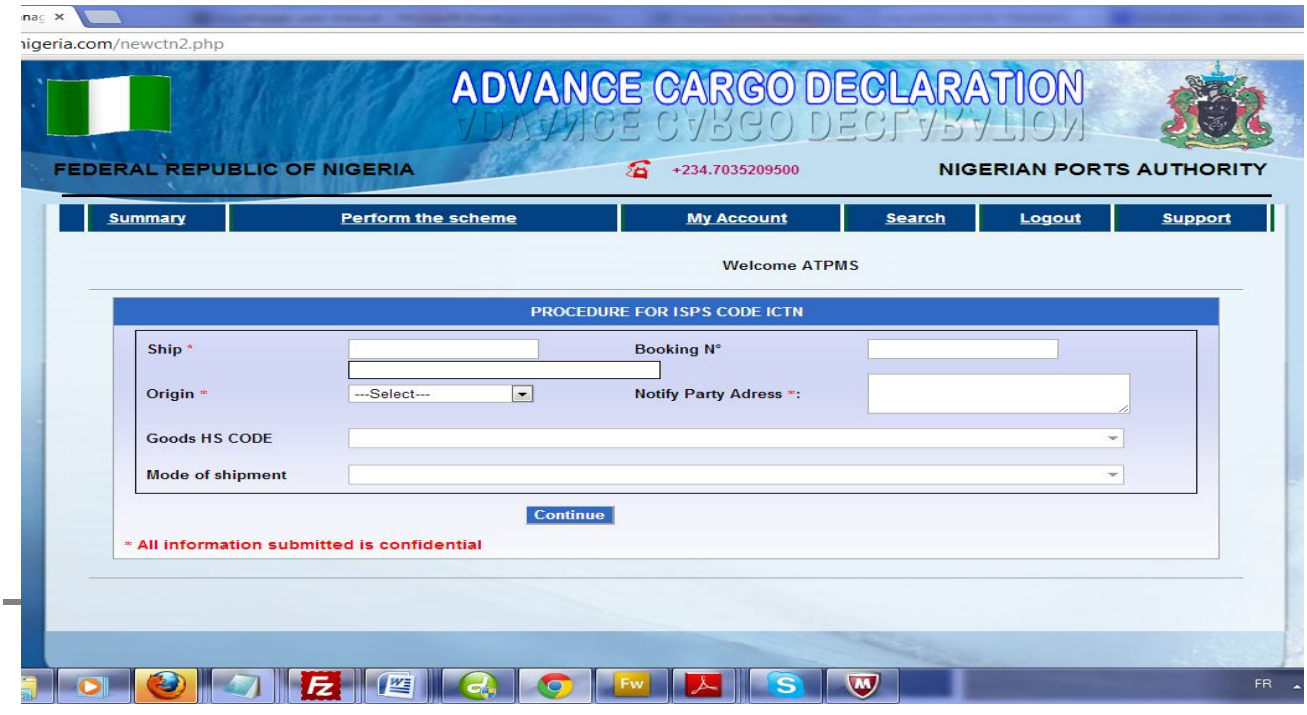
III/ - COMPLY WITH NEW ICTN PROCEDURE

To each Bill of Lading should go along with an ICTN for ISPS Code certificate after embarkation at port of origin.



No regularization allowed at port of destination. An online assistance (info@ictn-nigeria.com) before vessel departure will be available to help you comply with the procedure to avoid any risk of penalty at arrival In a case of non compliance.

The "**New ICTN for ISPS Code**" mode allows having access to an electronic form to be filled out.



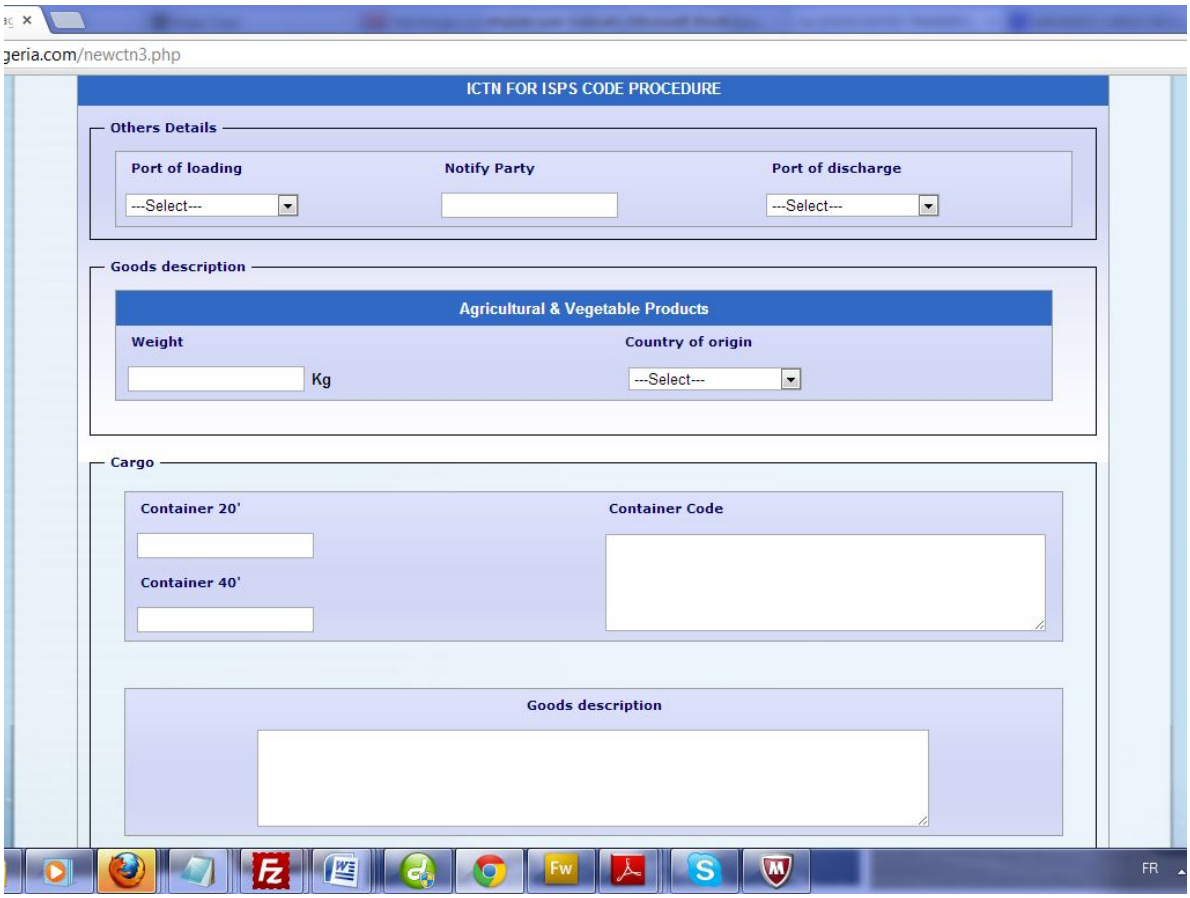
For each ACD for ISPS Code, please indicate packing, required matching quantities, volume (m3) and tonnage (tons).

Goods description will be generated from details available in the database from the Harmonized System (**HS Code**).

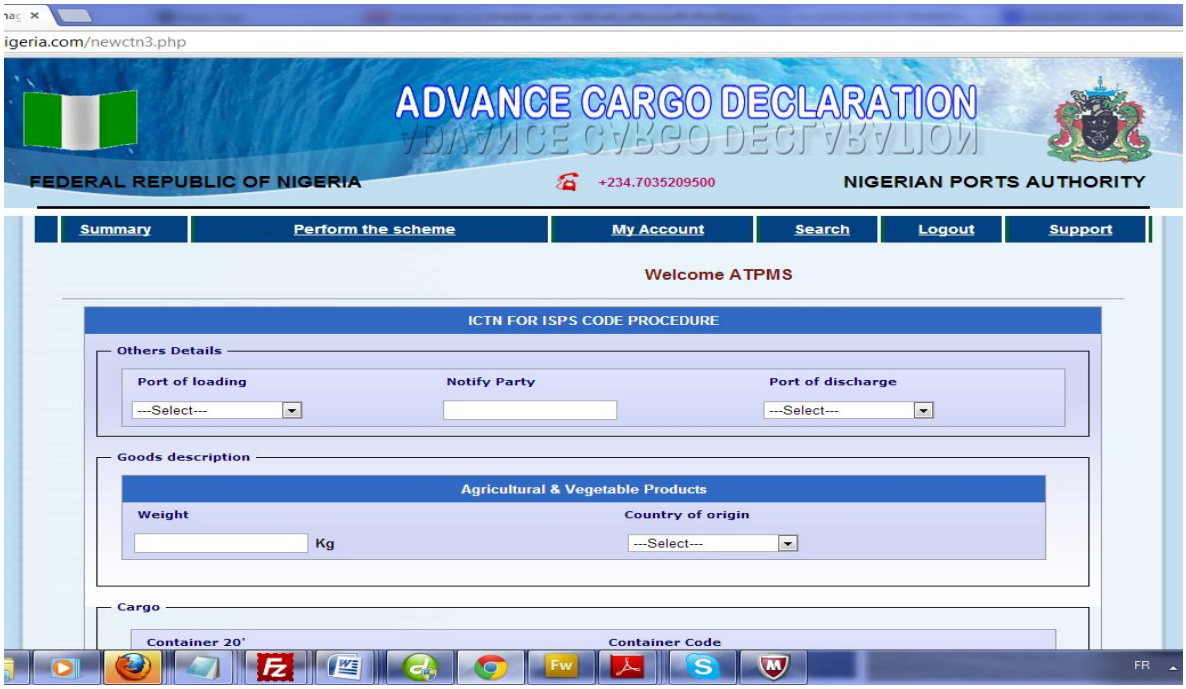
The goods description must appear on the final **ACD for ISPS Code** certificate

All container numbers will be checked after matching against lists of public containers.

All information will be checked and processed by our control agents. They will be the validated by our certified ISPS Code Inspectors.



IV- YOUR DASHBOARD



- **Summary** : This link displays the list of all your ACD for ISPS Code validated by our certified ISPS Code Inspectors.
- **Perform the scheme:** this link redirects you to a form where you can comply with a new procedure.
- **My Account :** allows you to update your profile (company name, email, phone num, etc).
- **Search :** Allows you to search an ICTN number
- **Logout :** to close your session after getting your ACD for ISPS Code
- **Support :** To contact the support team in case of any issue.